

OFFICE OF THE GOVERNOR

**BOB RILEY**  
GOVERNOR



ALABAMA DEPARTMENT OF ECONOMIC  
AND COMMUNITY AFFAIRS

**Bill JOHNSON**  
DIRECTOR

**STATE OF ALABAMA**

June 13, 2008

To Whom It May Concern:

The Alabama Department of Economic and Community Affairs – Energy, Weatherization and Technology (ADECA-EWT) Division is soliciting proposals from non-profit organizations, and state and local government entities for training of Home Energy Rating System (HERS) Raters. This project will reimburse the training fee only, for residents of Alabama who pass an accredited Energy Rater training course and become certified as a HERS rater for the state of Alabama.

This 'Request for Proposal' does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until a fully executed document is in place. Therefore, proposals selected for funding shall not perform any work prior to an executed agreement. Questions concerning the RFP may be submitted to Karen Clifton, Program Manager, at [karen.clifton@adeca.alabama.gov](mailto:karen.clifton@adeca.alabama.gov) or via fax at (334) 242-0552 through July 16. We look forward to your participation.

Sincerely,

A handwritten signature in black ink that reads "Terri L. Adams".

Terri L. Adams  
Division Director  
Energy, Weatherization and Technology

TLA/KC/ay

Enclosures

**Alabama Department of Economic and Community Affairs  
Energy, Weatherization and Technology Division**

**TRAINING OF HOME ENERGY RATING SYSTEM (HERS) RATERS**

**REQUEST FOR PROPOSALS**

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1. Introduction

The Alabama Department of Economic and Community Affairs (ADECA) – Energy, Weatherization and Technology (EWT) Division is requesting proposals from non-profit organizations, and state and local government entities for training of Home Energy Rating System (HERS) Raters. This project will reimburse the training fee only, for residents of Alabama who pass an accredited Energy Rater training course and become certified as a HERS rater for the state of Alabama.

**Maximum Federal Funds Available: \$15,000**

This Request for Proposal requires a non-federal matching contribution from the subgrantee of at least 25% of the State Energy Program federal funds. The allowable matching contribution may include, but is not limited to, personnel time spent on this project, any supplies and materials used on the project purchased with non-federal funds, and indirect costs above the 25% allowed by ADECA.

**Project Performance Period: October 1, 2008 – September 30, 2009**

2. Due Date and Delivery Address

All proposals must be received no later than 5:00 p.m., Thursday, July 17th, at:

**By Mail:**

ADECA – EWT  
P.O. Box 5690  
Montgomery, AL 36103-5690

**By Courier:**

ADECA-EWT, Mailroom 404  
401 Adams Avenue  
Montgomery, AL 36104

Proposals should be sent to the attention of Ms. Karen Clifton, Program Manager.

3. Right to Reject

EWT reserves the right to reject any and all proposals submitted and to request additional information from all Offerers. EWT reserves the right to award a grant on an "all or none" basis or to award a separate grant or no grant for each work element. Any grant award will be made to the organization which, in the opinion of EWT, is determined to be the best qualified and whose proposal best meets the needs of EWT. EWT reserves the right to negotiate with any Offerer(s). EWT reserves the right to reallocate funding for subject areas as deemed necessary.

4. Grant Awards

EWT intends to issue grants to begin no later than October 1, 2008, and terminate September 30, 2009, for an amount not to exceed that which is negotiated between the selected Offerer and EWT. Payments shall be made on a cost-reimbursement basis over the course of the grant.

5. Letter of Transmittal

Each proposal must be submitted with a letter of transmittal which must include the following:

- A. A brief statement of the work to be performed.
- B. Total cost of the project
- C. A statement assuring that the person signing the letter is authorized to bind the offer presented in the letter and accompanying proposal.

6. Proposal Contents

The Offerer must submit one (1) original and three (3) copies of the following items:

A. Title Page

Title of project, name of Offerer's organization, local address, telephone number, email address, name of contact person(s), date submitted.

B. Executive Summary

Provide a one paragraph description of the proposed project.

C. Proposal Narrative

The proposal should not exceed 10 pages in length with a minimum size 11 font. Forms are not a part of the 10-page limit. The Offerer shall submit a written narrative outlining the HERS Training Provider to be used, the process for soliciting course participants and the method for reimbursement of fees to course participants who pass the course and become certified as a HERS rater for the state of Alabama.

D. Attachment "A" ..... Project Budget

Budgets should be broken down into specific cost categories; e.g., personnel, fringe benefits, supplies and materials, travel, contractual, other, indirect costs, 25% non-federal match. Proposal preparation costs are not reimbursable. The Project Budget will outline the expenditures that will be made in your project.

E. Attachment “B” ..... Budget Narrative

The Budget Narrative is a detailed explanation of the expenditures outlined in the Project Budget.

F. Attachment “C” ..... State of Alabama – Disclosure Statement

Alabama Act 2001-955 requires the Vendor Disclosure Statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. Complete all lines as indicated. If an item does not apply, denote ‘N/A’ (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary. The form must be signed, dated, and notarized.

G. Attachment “D” ..... Offerer/Proposer Information

The Offerer must submit an Offerer/Proposer Information Form to properly indicate organization and contact information of the individuals involved in the project.

H. Attachment “E” ..... Taxpayer Identification Number (Form W-9)

A completed W-9 Request for Taxpayer Identification Number and Certification form must accompany the proposal.

I. Attachment “F” ..... Immigration Status

A declaration that all workers on this project are either citizens of the United States or are in a proper and legal immigration status that authorizes them to be employed for pay within the United States.

J. Attachment “G” ..... Assurance of Compliance

A declaration that the applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

K. Attachment “H” ..... Certifications

This form certifies matters regarding lobbying, debarment, suspension, and other responsibility matters including a drug-free workplace.

7. Evaluation

Proposals shall be evaluated as follows:

	Maximum Points Possible
I. <u>Technical Criteria</u> (80 possible points)	
A. Extent of anticipated outcome from the project in terms of number of possible course participants.	<u>30</u>
B. Method of recruiting course participants.	<u>20</u>
C. Procedure for reimbursement of course fees to course participants who become fully certified raters. A detailed description of task elements and a realistic timeline for each element should be included.	<u>20</u>
D. Method of evaluating program success.	<u>5</u>
E. Qualifications and experience of offerer or trainer.	<u>5</u>
II. <u>Cost Criteria</u> (20 possible points)	
Budget must be appropriate for proposed project, including a mandatory 25% non-federal match of requested federal funds. Budget shall provide a cost breakdown for each proposed task.	<u>20</u>
Total Maximum Points	<u>100</u>

8. Prohibited Expenditures

State Energy Program Regulation 10 CFR Part 420 does not allow expenditures or matching funds for the following:

- For construction, such as construction of mass transit systems and exclusive bus lanes, or for construction or repair of buildings or structures
- To purchase land, a building or structure or any interest therein

- To subsidize fares for public transportation
- To subsidize utility rate demonstrations or state tax credits for energy conservation
- To conduct or purchase equipment to conduct research, development or demonstration of conservation techniques and technologies not commercially available

#### 9. Proprietary Information

The information contained in the proposals will be public information unless specific requests are made to keep specific information confidential. If a proposal contains any information that the Offerer does not wish to have disclosed to the public or used by EWT for any purpose other than evaluation of the offer, each sheet of such information must be clearly marked "proprietary." This information will be kept confidential, subject to the laws of the State of Alabama. Proposals and supporting materials submitted shall become the property of EWT.

#### 10. Late Proposals

Proposals submitted after the due date will not be considered. EWT reserves the right to reject any incomplete proposals without review.

#### 11. Questions

Questions pertaining to this RFP may be submitted to Karen Clifton, Program Manager at [karen.clifton@adeca.alabama.gov](mailto:karen.clifton@adeca.alabama.gov) or faxed to (334) 242-0552.

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### **YOUR PROPOSAL MUST INCLUDE THE FOLLOWING:**

- Letter of Transmittal
- Title Page
- Executive Summary
- Proposal Narrative

- Budget (Attachments “A” and “B”)
- Completed, signed and notarized Disclosure Statement (Attachment “C”)
- Offerer/Proposer Information Form (Attachment “D”)
- Form W-9 Request for Taxpayer ID Number (Attachment “E”)
- Immigration Status Form (Attachment “F”)
- Assurance of Compliance (Attachment “G”)
- Certifications Form (Attachment “H”)

**NOTE:** Please keep a complete copy of your proposal (including a copy of all completed and signed attachments) for your records.